

**SECRET**

1 APR 1963

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: SSA-DD/S Organization

1. In connection with the preparation of the 1965 Program, a question arises as to the number of positions we should plan for in the SSA Staff.

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2. We recently dropped one position in Visual Aids and transferred one position to DD/P along with the employee and the Budget Fiscal function. This leave us [REDACTED] positions, including [REDACTED] to provide for [REDACTED] replacement and secretary, and [REDACTED] and secretary.

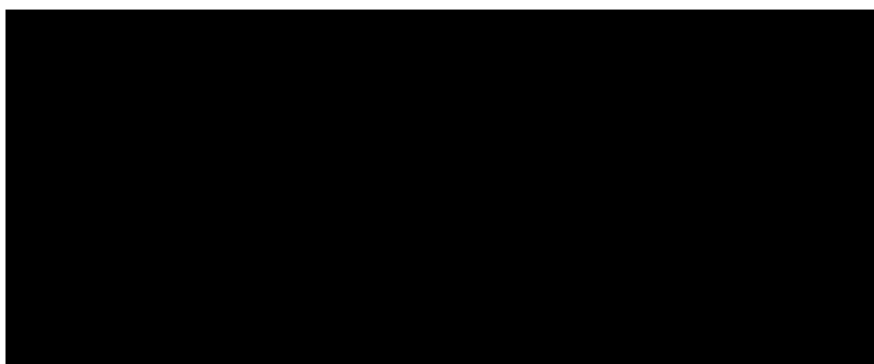
3. If we relocate the Visual Aids Unit, [REDACTED] and Secretary, and if we could find another place for [REDACTED] replacement and secretary, this would leave [REDACTED] positions on the SSA T/O.

4. The [REDACTED] positions includes one GS-15 Budget and Fiscal Officer which was occupied by [REDACTED] and which we no longer need. It is recommended that this position be eliminated and that the ceiling be assigned elsewhere in the DD/S. This action would leave SSA with [REDACTED] positions which we believe we need and can justify, as long as we retain present functions which include a substantial amount of DD/P administrative work, in addition to the DD/S responsibility for overall support to the DD/P.

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5. If we come down to [REDACTED] positions they would be filled as follows:

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6. May we discuss the changes which you feel should be shown in the 1965 Program?

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7. Incidental to SSA functions but having no bearing on the number of personnel, [REDACTED] would like to take the function of preparing the DD/S and the SSA Program and the accounting and reporting of obligations. This job requires very little time but [REDACTED] feels it is desirable to add to the present duties of his secretary. If you approve we will make this change.

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[REDACTED]  
Special Support Assistant/DIS

SSA-DD/S  
VRT:vld (29 Mar 63)

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